

**EMS Employee**

**Purpose** Use this procedure to identify Exempt Management Service (EMS) employees in your agency.

**Trigger** Perform this procedure when viewing EMS employees within your agency.

**Prerequisites**


- none

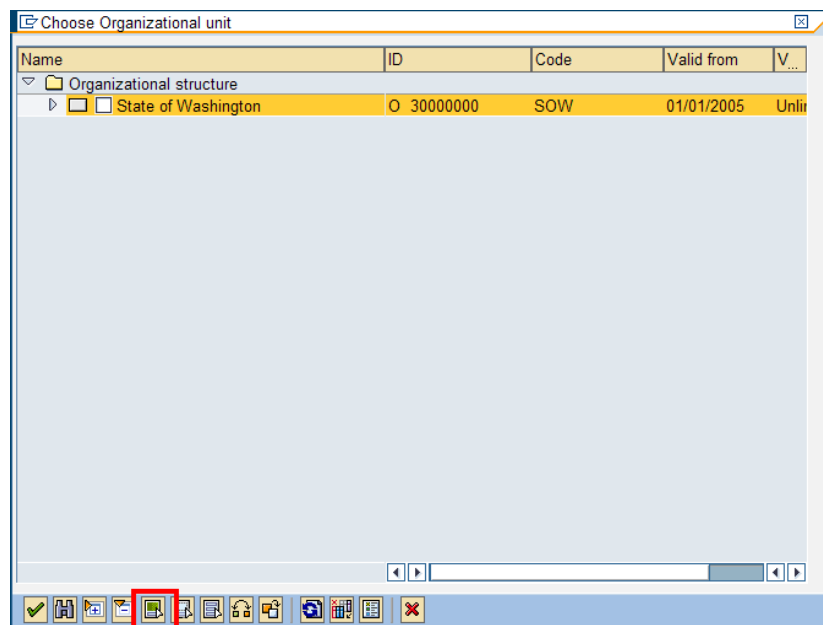
**End User Roles** In order to perform this transaction you must be assigned the following role:  
Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	Change Description
12/1/2009	New procedure created.

**Transaction Code** ZHR\_RPTA802

**Helpful Hints**

When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once the Business Area or Personnel Area has been selected, the *Select subtree option* will select all organizational units from that subtree.



**Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTA802**.

Program Edit Goto System Help

WMS/EMS Reports

Selections from Search helps Org. structure

Period

Period 01/01/2005 To 11/23/2009

Selection

Personnel Number  
Personnel area  
Business area  
Organizational unit  
Job

Report Type Selection

☒ Employee Roster  
☐ Salary/Status/Review Notification  
☐ Salary Change Activity Report (Fiscal Year)  
☐ EMS Report

2. In the *Period* area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period	R	This is the pay period for which the report, transaction, or program is being run. <b>Example:</b> 01/01/2009
To (End Date)	R	It specifies the end date of a record, transaction, or search. <b>Example:</b> 11/16/2009

3. In the *Selection* area, complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	An employee's unique identifying number. <b>Example:</b> 2000XXXX
Personnel Area	C	A specific agency/sub-agency in the State of Washington. Click the  (Matchcode) to open the selection list. <b>Example:</b> 1110 (Department of Personnel)
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Click the  (Matchcode) to open the selection list. <b>Example:</b> 1110 (Department of Personnel)
Organizational Unit	C	Represents departments, regions, divisions, units or other groupings within an Agency. Click the  (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. Be sure to select all your applicable organizational units. See the Helpful Hints section above for additional information. <b>Example:</b> 30000606
Job	C	This is similar to today's job class. It is generic in nature; contains attributes used to create specific positions when drafting an organizational plan. Job class system-assigned numbers begin with a 5. <b>Example:</b> 51000001

**Note:** A selection is not required for each field.

Selection	
Personnel Number	<input type="text"/>
Personnel area	1110
Business area	<input type="text"/>
Organizational unit	<input type="text"/>
Job	<input type="text"/>

4. In the *Report Type Selection* area, select **EMS Report**:

Report Type Selection	
<input type="radio"/>	Employee Roster
<input type="radio"/>	Salary/Status/Review Notification
<input type="radio"/>	Salary Change Activity Report (Fiscal Year)
<input checked="" type="radio"/>	EMS Report

5. Click  (Execute) to execute a process or action.

### State of Washington – HRMS Exempt Management Service (EMS) Report

**Note:** Results are shown in two screenshots. The left side of page and then right side.

WMS/EMS Reports														
State of Washington - HRMS Exempt Management Service (EMS) Report														
Report ID : ZHR_RPTA802														
User : JANETP														
Run Date : 12/01/2009														
Period : 01/01/2009 through 11/16/2009														
Perm	Employee Name	Bus. Area	Pers. Area	IT 1 Eff. Date	Org Code	Org Title	Job Number	Job Abbr.	JVAC	Status	Term Date	Perm	Position	Position Title
77000201	SIR4691 77000201, JOHN	1110	1111	12/16/2008	30000513	RESEARCH DIVISION	50003264	B2900	None	Withdrawn	01/16/2009	N	70081899	A/D HUM RS INF S
77000201	SIR4691 77000201, JOHN	1110	1111	01/16/2009	30000513	RESEARCH DIVISION	50003264	B2900	None	Withdrawn	01/16/2009	N	99999999	Desc. Unavailable
80000052	CULLEN, EDWARD	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003259	B2850	None	Active	None	N	70005872	ASSISTANT DIRECTOR 6
80000052	CULLEN, EDWARD	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003259	B2850	None	Active	None	N	70005872	ASSISTANT DIRECTOR 6
80000052	CULLEN, EDWARD	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003259	B2850	None	Active	None	N	70005872	ASSISTANT DIRECTOR 6
80000053	HALE, ROSE	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003262	B2880	None	Active	None	Y	70005901	ASSISTANT DIRECTOR 5
80000053	HALE, ROSE	1110	1110	10/01/2009	30000492	HEADQUARTERS	50003260	B2860	None	Active	None	Y	70005943	ASSISTANT DIRECTOR 2
80000053	HALE, ROSE	1110	1110	11/12/2009	30000492	HEADQUARTERS	50003260	B2860	None	Active	None	Y	70005943	ASSISTANT DIRECTOR 2
80000054	VOLTURI, CAIUS	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003263	B2890	None	Active	None	Y	70005947	ASSISTANT DIRECTOR 1
80000057	MARY, BRANDON	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003266	B2920	None	Active	None	Y	70005877	ASSISTANT DIRECTOR 3
80000058	WHITLOCK, JASPER	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003266	B2920	None	Active	None	Y	70005877	ASSISTANT DIRECTOR 3
80000059	DARCY, MARK	1110	1111	11/01/2006	30000513	RESEARCH DIVISION	50003267	B2925	C3X-0768	Active	None	N	70084269	ASSISTANT DIRECTOR 4
80000060	BRIDGET, JONES	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003260	B2860	None	Withdrawn	10/18/2009	N	70005943	ASSISTANT DIRECTOR 2
80000060	BRIDGET, JONES	1110	1110	10/18/2009	30000492	HEADQUARTERS	50003260	B2860	None	Withdrawn	10/18/2009	N	99999999	Desc. Unavailable
88855591	DALE, VIRGINIA A	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003261	B2870	None	Active	None	Y	70005840	A/D PERS SVS
88855591	DALE, VIRGINIA A	1110	1110	10/01/2008	30000492	HEADQUARTERS	50003261	B2870	None	Active	None	Y	70005840	A/D PERS SVS
TOTAL # OF EMPLOYEES														

### State of Washington – HRMS Exempt Management Service (EMS) Report (cont'd)

WMS/EMS Reports

State of Washington - HRMS  
Exempt Management Service (EMS) Report

Report ID : ZHR\_RPTA802  
User : JANETP  
Run Date : 12/01/2009  
Period : 01/01/2009 through 11/16/2009

Market Segment	Employee Group	Contract	IT 8 Eff. Date	Reason	Reason Text	Pay Scale Group	Previous Salary	New Salary	% Chg	Total % Chg	Lump Sum Date	Lump Sum	Count
Admn	B	Exempt	09/01/2007	20	Appointment Change	BAND 4		3,666.50					1
Admn	B	Exempt	01/16/2008	21	Salary adjmnt by Apptng Auth	BAND 2	3,408.50	3,750.00	10.01	10.01			1
None	B	Exempt	09/01/2007	02	Rng Inc Due to Director Action	BAND 3	3,706.00	3,824.50	3.19	3.19			1
None	B	Exempt	09/01/2007	02	Rng Inc Due to Director Action	BAND 2	2,726.00	2,813.00	3.19	3.19			1
None	B	Acting	01/16/2008	00	No Reason	BAND 4	53.63	4,665.50					1
None	B	Acting	01/16/2008	00	No Reason	BAND 4	53.63	4,665.50					
None	B	Acting	01/16/2008	00	No Reason	BAND 4	53.63	4,665.50					
None	B	Exempt	09/01/2007	02	Rng Inc Due to Director Action	BAND 4	4,521.00	4,665.50	3.19	3.19			1
None	B	Exempt	09/01/2007	02	Rng Inc Due to Director Action	BAND 3	3,779.50	44.83	3.19	3.19			1
None	B	Exempt	09/01/2007	02	Rng Inc Due to Director Action	BAND 3	3,850.00	3,973.00	3.19		04/01/2009	200.00	1
None	B	Exempt	09/01/2007	02	Rng Inc Due to Director Action	BAND 3	3,850.00	3,973.00	3.19	3.19	05/01/2009	158.00	
Admn	B	Exempt	09/01/2007	02	Rng Inc Due to Director Action	BAND 4	4,500.00	4,644.00	3.20	3.20			1
None	B	Exempt	12/16/2008	20	Appointment Change	BAND 4	4,759.00	54.70					1
None	B	Exempt	12/16/2008	20	Appointment Change	BAND 4	4,759.00	54.70					
Admn	B	Exempt	09/01/2008	02	Rng Inc Due to Director Action	BAND 5	4,869.50	4,967.00	2.00		02/01/2009	150.00	1
Admn	B	Exempt	09/01/2008	02	Rng Inc Due to Director Action	BAND 5	4,869.50	4,967.00	2.00		07/01/2009	200.00	
Admn	B	Exempt	09/01/2008	02	Rng Inc Due to Director Action	BAND 5	4,869.50	4,967.00	2.00	2.00	10/01/2009	250.00	
Admn	B	Exempt	09/01/2008	02	Rng Inc Due to Director Action	BAND 3	3,920.50	3,999.00	2.00				1
Admn	B	Exempt	10/01/2009	20	Appointment Change	BAND 3	3,999.00	4,375.00	9.40				



The above screenshot displays the Personnel Number, Employee Name (has been hidden for security purposes), Bus. Area, Pers. Area, IT 1 Eff. Date, Org Code, Org Title, Job Number, Job Abbreviation, JVAC, Status, Term Date, Perm, Position, Position Title, Market Segment, Employee Group, Contract, IT 8 Eff. Date, Reason, Reason Text, Pay Scale Group, Previous Salary, New Salary, % Chg, Total % Chg, Lump Sum Date, Lump Sum, and Count.

- You have completed this transaction.

#### Results

You have generated the EMS report.

#### Comments

This report will display a row if there is a new *Organizational Assignment* (0001) infotype created, a new *Basic Pay* (0008) infotype, or more than one lump sum.